


SOUTH CAROLINA STATE PARKS  
GUIDELINES FOR  
PREPLANNING EMERGENCY ACTIONS

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## FOREWORD

There are certain inherent responsibilities that come with being a park manager or park superintendent. One of those responsibilities is being accountable for the immediate response actions of park personnel to emergency situations which occur on the park or which might effect the park. Preplanning emergency response actions for the most likely emergency situations which might occur is a very sensible and prudent practice. By preplanning emergency response actions, and by keeping employees trained and certified in areas relevant to emergency response, and by keeping emergency equipment in good working condition we are better able to respond swiftly and competently to emergencies that occur.

The purpose of this manual is to serve only as a beginning outline and resource document for assisting park superintendents in preparing an emergency action plan for their individual park. This manual is not intended as an all inclusive and complete instructional manual for all emergency response actions.

There are several important points which need to be made clear before beginning. First of all, it is impractical and impossible to attempt to preplan for every emergency situation which might occur on a state park. In fact, there is practically no limit to the types of emergencies which can and do occur. In addition, each overall response to each emergency situation is as unique as the needs of the occurrence. In fact, we have to accept that no matter how much preplanning we do there will almost always be some unplanned, independent decision making involved in our emergency response.

There are many agencies which are available to assist us in emergency situations or which have legal jurisdiction in emergency situations. The resources available to us and the procedures in accessing these resources and working with them often varies from county to county. It is the responsibility of each park superintendent to know who these authorities are, what are the resources they have available and what the procedures are in working with them.

The following collection of suggested emergency response guidelines is applicable to parks in general within the South Carolina State Park system. Again, it is only intended to serve as a resource document for setting up each individual park's emergency action plan.



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## INTRODUCTION

No matter how well planned, constructed, and operated a state park is, there are certain situations which cannot be evaded. For the staffs who operate and manage state parks in South Carolina, emergency situations are an unfortunate fact of life.

Emergencies, by their nature, are sudden and unexpected; yet they demand an immediate, coordinated response on the part of park personnel.

Whatever the emergency situation may be, there are five basic rules common to the correct method of handling it: (1) Get complete information; (2) Think it through. Plan first, then act. Do not turn an emergency into a disaster by precipitous action; (3) Act to prevent compounding of the emergency; (4) Ask for assistance, better too much than too little; (5) Alert your supervisor.



## PLAN OBJECTIVE

The purpose of the emergency action plan is to anticipate the most likely types of emergencies and/or disasters which might occur at \_\_\_\_\_ state park and to establish a preplanned course of action for those involved to best respond and handle the specific situation. By preplanning for emergency and disaster situations, we can ensure a faster and more effective response and recovery.



PARK AUTHORITY

STATE PARK: \_\_\_\_\_

Location (Address) \_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_

AUTHORITY (POSITION): \_\_\_\_\_

TELEPHONES (W): \_\_\_\_\_

(H): \_\_\_\_\_

ALTERNATE IN CHARGE: \_\_\_\_\_

AUTHORITY (POSITION): \_\_\_\_\_

TELEPHONES (W): \_\_\_\_\_

(H): \_\_\_\_\_

2ND ALTERNATE IN CHARGE: \_\_\_\_\_

AUTHORITY (POSITION): \_\_\_\_\_

TELEPHONES (W): \_\_\_\_\_

(H): \_\_\_\_\_



EMERGENCY PERSONNEL

POSITION: \_\_\_\_\_

TELEPHONE (H): \_\_\_\_\_

POSITION: \_\_\_\_\_

TELEPHONE (H): \_\_\_\_\_

POSITION: \_\_\_\_\_

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POSITION: \_\_\_\_\_

TELEPHONE (H): \_\_\_\_\_



## EMERGENCY EQUIPMENT

Emergency equipment must be stored in working condition, ready to go instantly when certain emergencies arise. It is recommended that specific emergency equipment kits be made up in advance for handling specific emergency situations. This will depend on what has been found to be essential by park staff in the handling of these situations.

Emergency kits should be inspected on a routine basis to ensure all equipment is working properly and all supplies are up to date.



PARK VEHICLES:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

OTHER EMERGENCY EQUIPMENT AND ITS LOCATION: \_\_\_\_\_

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## WARNING SYSTEMS

A warning system, or the process of alerting people to a specific emergency situation may vary widely. Many things factor in, such as the type of emergency situation and the scope of the incident. The location may also be a factor in how the process works.

Some warning systems are very simple. For example, the signal lifeguards use to alert their counterparts of a distressed swimmer may simply be three loud, consecutive blasts on a whistle. Another warning system may consist of a clanging bell, a siren, flashing lights, or a combination of any of these.

Other warning systems are very elaborate and involve a lot of people and technical equipment. Some of these more complex warning systems are even broken into phases or stages. For example, a hurricane has the following phases: (1) tropical storm, (2) hurricane threatens, (3) hurricane watch, and (4) hurricane warning. Each phase of this storm is broadcasted over local radio and television stations. Therefore, this warning system requires close monitoring of television and radio once a potential storm is detected. During each phase of the warning system, a different response action may be warranted.

Each member of the park staff should be aware of what the different warning systems are that effect emergency action at their park. They should also know what action is required at each phase of each system and who is authorized to initiate emergency action.



## EMERGENCY ACTION PLAN TRAINING AND REVIEW

In an emergency situation, time is always a critical factor in an effective response. That is why training, which includes both the classroom review and actual field training, is so important. In order to avoid precipitous action, each staff person should know what his responsibilities are, and as specifically as possible what actions he will need to take in an emergency situation.

In order to accomplish this, each park staff person should review the park's emergency action plan on a regular basis and become very familiar with it. The entire park staff should review the entire plan a minimum of once per year. Specific parts of the plan may need to be reviewed more often prior to a specific danger season. The emergency action plan may be incorporated into the park's regular safety training program. New personnel should review the emergency action plan within the first six months after coming to work as a part of their park level training. This also applies to personnel who transfer from another park.



## EMERGENCY ACTION PLAN EVALUATION

Since each park has its own individual emergency action plan, it will be the park superintendent's responsibility to evaluate and update his park's plan. When a superintendent activates any of his preplanned responses to an emergency situation, he should follow up that action with a written evaluation of the actual response. This evaluation should be submitted to the chief of operations in Columbia no later than 90 days after the emergency response was terminated. This evaluation should include:

- (1) Summarize the emergency situation.
- (2) Present the effectiveness of the preplan.
- (3) Make recommendations for any improvements in the planned response.
- (4) Include facts and figures relevant to the emergency situation.

In addition, the entire emergency action plan should be evaluated, revised and updated on a regular basis. This should be done annually by the park superintendent at the end of each calendar year, even if no emergency response was activated.



## HURRICANE

Hurricanes constitute the greatest potential for damage by natural causes at our coastal area parks. It is also true that damage may be sustained far inland, as was the case with Hurricane Hugo. All park staff shall review and familiarize themselves with the hurricane portion of the emergency action plan before hurricane season, which runs from June 1 to November 30. The following actions shall be taken at appropriate stages during a hurricane threat:

- (1) Hurricane Threatens: When a hurricane threatens, but prior to a hurricane watch being issued, the storm needs to be monitored on a regular basis by the park superintendent or a staff person designated by the superintendent. The National Weather Service will issue regular bulletins concerning the storm. There are also full-time weather stations on radio and television which will offer up to the minute coverage on these storms. From this point until the storm is no longer a threat, all staff shall leave the necessary information with their supervisor on how they may be contacted 24 hours a day, should the need arise.
- (2) Hurricane Watch: (May make landfall within 24 hours). Some parks may need to initiate some of these procedures prior to a hurricane watch in order to get everything accomplished.
  - (a) The on-duty personnel shall inform campers and other park visitors of the watch and will encourage them to monitor their local radio and television stations for weather updates from the National Weather Service. Day use shall continue as normal with entering visitors being advised of the potential threat by parking fee attendants and/or ranger personnel.
  - (b) On-duty personnel will begin to relocate valuable items which are nonessential to day-to-day operations to predetermined secure locations, taking into consideration potential damage from the storm and potential looting.
  - (c) Gas tanks of all park vehicles and equipment will be checked and filled. Empty fuel and oil containers will be filled.



- (3) Hurricane Warning: (Hurricane has become a threat to the area and may be imminent within 12 hours). Some parks may need to initiate some of these procedures prior to a hurricane warning in order to get everything accomplished.
- (a) All off-duty personnel shall be placed on immediate stand-by.
  - (b) All on-duty personnel shall begin evacuation of park visitors according to standard evacuation procedure (see evacuation plan).
  - (c) After evacuation of all visitors is complete and all necessary assistance has been rendered to all visitors, the staff shall begin securing park properties as follows:
    - (1) All materials and equipment which has not already been secured which might be damaged by high water shall be moved to a predetermined secure location (mowers, park files, typewriters, cash registers, etc.).
    - (2) Doors shall be locked in all unused buildings and electric power turned off where possible.
    - (3) Windows in buildings will be boarded up and items which could become windborne shall be secured inside buildings. These buildings will be secured in predetermined order of priority.
    - (4) All park vehicle gas tanks and special equipment gas tanks will be checked again to ensure they are filled. Park vehicles will be loaded with generators, chain saws, shovels, rakes, bush axes, gas and oil containers, chain with hooks, come-along, pinch bar, first aid equipment, and other hand tools or equipment as space allows.
    - (5) Fill all park water containers in case park water supply is destroyed or contaminated.
    - (6) All park vehicles shall be moved to a predetermined safe area taking into consideration high water, falling trees, and looters.
  - (d) The families of park staff will be loading personal vehicles with food, clothing, water and other essential items. When staff members have completed their assignments, they will go to their residences to assist their families. When this is



completed, all park staff with their families will assemble at the park entrance. The park superintendent and the assistant superintendent will make the final check of the park while the duty ranger will remain at the gate to keep anyone from entering the park. When the final check is complete, the duty ranger will lock the gate and lead the park families to the evacuation center (please refer to the evacuation plan for more detailed information about evacuation centers). The park superintendent and assistant superintendent will remain behind as long as they reasonably can to protect against looting and vandalism.

- (e) The park superintendent and the assistant superintendent will return to the park immediately following the storm to again protect the park properties against looting and vandalism. Also, at this time, the park superintendent and assistant superintendent shall begin their initial survey of loss and damage. As soon as this can be established, it will be immediately reported to the district superintendent and the chief of operations in Columbia. At this time there is a very real need to start keeping accurate and complete records of all matters relating to the disaster (hours worked, any expenses, etc.). Photo documentation is usually very helpful. Many of the expenses incurred during the emergency phase and as a result of the disaster may be eligible for federal grant assistance if they can be adequately documented. In addition, an emergency action plan evaluation should be conducted on the hurricane section. Improvements should be incorporated into the plan. Meanwhile, all other park staff should report back to the park as soon as possible after it is reasonably safe for them to return. Park family members need not leave their shelter areas until it is determined safe and appropriate for them to return to the park.
- (f) The park will reopen to the public when all hazards have been removed, power restored and authorized by the appropriate authority.



## TORNADO

When all is considered, there is really not very much we can do to "get ready" for a tornado. There is not much in the sense of being prepared one can do to stand up against its overwhelming destructive power. Tornados have been known to create wind speeds of up to 300 miles per hour. However, by following some simple suggestions for tornado safety it could mean the difference between life and death. Tornados may occur at any time of the year in South Carolina, however, this plan will be reviewed by the park staff at least annually in February. The most prevalent time for tornados to occur in South Carolina is March 1 to July 1.

The warning procedure concerning tornados is usually effective but does not allow very much time for preparatory action. Severe weather statements are distributed by local offices of the National Weather Service to keep the public informed of all current information, especially when a watch or warning bulletin has been issued.

- (1) Tornado Watch: Is issued to alert persons to the possibility of tornado development in a specified area for a specified period of time.
  - (a) When a tornado watch is issued, the park superintendent, or in his absence the alternate in charge, should be alerted to the situation immediately. At this point, the park superintendent will designate on-duty personnel to notify park visitors of the weather situation and ask them to stay tuned to local radio and television stations for further developments. Also at this time, directions will be given to park visitors for predesignated shelter areas for tornados should a warning be issued or if a tornado approaches (see 1c). It is very important that the personnel alerting park visitors be very aware that they do not incite panic or alarm but just assure the park visitors that they are capable and competent in handling the situation. The park superintendent will also designate on-duty personnel to alert all other



park staff, the park families, and others on the park of the tornado watch. They will also be asked to tune into local radio and television stations for further developments. Directions will be given to them also for predesignated shelter areas if a tornado approaches or if a tornado warning is issued.

When the park maintenance supervisor(s) is alerted to a tornado watch, they will immediately begin fueling park vehicles and fuel containers. They will secure chain saws, fuel cans, bush axes, shovels, etc. The park superintendent will have on-duty personnel close nonessential operations such as carpet golf, ice cream concessions, swimming areas, etc. Programming activities will be postponed or cancelled. Park visitors participating in park programs should be alerted to the weather situation. Those staying on the park should be asked to monitor local radio and television for further developments in the weather. They also will be given information about shelter areas.

The park superintendent may determine to send an on-duty person to control the park gate. Entering park visitors should be alerted to the weather situation. The park gate should not be closed to prevent park visitors to leave or to enter after a tornado warning explanation is given. However, proper authorities may order the gates to be closed after a tornado if the park is unsafe to enter.

- (b) Upon the issuance of a tornado warning and if time allows, buildings will be secured and power will be turned off. In addition, if time allows, vehicles will be moved to an area away from where trees might be toppled on them. All personnel will move quickly to predesignated tornado shelters. It is very important to move very quickly. This must be done very deliberately and professionally to avoid panic and confusion.



- (c) There are some specific things everyone should be aware of in preparing for a tornado. They are:
- (1) Take cover in a predesignated shelter. Go to a basement, interior hallway, or an interior wall on the lowest level. Get under something sturdy. Protect your head. Stay away from windows, doors, and outside walls.
  - (2) If you are in a mobile home or trailer, camper, etc., take cover elsewhere. If there is no other nearby shelter, lie flat in the nearest depression or ditch. Do not run for shelter or attempt to outrun the advancing storm. A culvert, excavation or a ravine is suitable. Protect your head with your arms. Protect yourself from being blown away, or from being struck by falling objects or flying debris.
- (d) As soon as possible after a tornado has struck, when weather conditions are no longer dangerous, the park superintendent and assistant superintendent shall begin their initial survey of loss and damage. As soon as this can be established, it will be immediately reported to the district superintendent and the chief of operations. The park superintendent will keep accurate and complete records of all matters relating to the tornado. Photo documentation is usually very helpful also. An emergency action plan evaluation should be conducted for this section. Improvements should be incorporated into the plan.
- (2) Tornado Warning: Is issued when a tornado has actually been sighted in the area or indicated by radar. Warnings indicate the location of the tornado at the time of detection, the area through which it may travel, and the time period during which the tornado may move through the area warned.



## FLOOD

A flood is an overflowing of water onto land that is normally dry. There are several different sources or causal effects of flooding. The most common and the potentially most damaging and dangerous type of flooding we experience in South Carolina is tidal surge. We also experience flooding from rising reservoir waters caused by extended, heavy rains. In addition to this, we experience flash flooding in areas near moving waters, and it too is usually caused from extremely heavy rains.

Depending upon the type of flooding, the layout of the park, and the specific operations conducted at a park, each park's emergency response plan may vary dramatically. The action which may need to be taken may range from a complete evacuation (see evacuation plan) to simply securing certain equipment and material which may become waterborne or damaged. It may just mean closing off certain roads or specific sections of the park. It may mean just warning park visitors to stay away from spillway areas while on park waters. Again, as with any emergency action, the first and primary concern is always the safety of the visitors and people on the park.

In most cases, the park will probably have some time to act in preparation for flooding. Even with flash flooding, there will usually be a watch and/or warning broadcast over local radio and television stations that potential flash flooding may occur.

Although there are other specific actions which might be unique to some parks and which should be included in the park's emergency action plan, the following is a list of actions to be considered in most flood situations:

- (1) Evacuate all visitors and other people from areas of potential danger to higher and safe ground. Then secure or close off those areas to the public.



- (2) Secure all equipment and materials which might become waterborne or damaged by water (vehicles, park files, power tools, office equipment, park funds, supplies, etc.).
- (3) Fill all trucks, chain saws, tractors, etc., with gas and oil.
- (4) Fill water containers in case water supply is contaminated.
- (5) Prepare and load emergency equipment on emergency vehicles, i.e., chains, ropes, axes, rescue boats, oars, personal flotation devices, etc.
- (6) Turn off power in all areas threatened by high water.
- (7) Have park personnel on standby status for further instructions.
- (8) As soon as possible after conditions are no longer dangerous, the park superintendent and his assistant shall begin their initial survey of loss and damage. As soon as this can be established, it will be immediately reported to the district superintendent and the chief of operations. The park superintendent will keep accurate and complete records of all matters relating to the flood. Photo documentation is also helpful. In addition, an emergency action plan evaluation for this section should be conducted. Improvements should be incorporated into the plan.



## SEVERE STORM

There are two primary types of dangerous, severe storms which are common in South Carolina: electrical storms, and winter snow and/or ice storms. Either type of storm might occur anywhere in South Carolina. However, snow and ice storms are more prevalent in the upper state. There will usually be a watch and/or warning for these types of storms which will be broadcasted over local radio and television stations.

Severe thunderstorms are the most common occurrences of severe weather across the state. Lightening kills about 150 Americans a year and injures about 250 more. When severe thunderstorm warnings are issued over radio and television for areas which a park lies within, the following actions should be taken:

- (1) Where possible, each park guest should be alerted of the weather situation and asked to stay indoors.
- (2) Specific park operations, such as golf courses, swimming areas, carpet golf, tennis courts, pedal boats, fishing boats, etc., will be closed until it is safe to go back outside. Special outdoor programs and activities will be postponed until it is safe to go outside.
- (3) Telephones should not be used since lightening could strike phone lines and cause injury.

Severe snow and/or ice storms are common in the upper state, particularly the mountain parks. Again, there will usually be time to prepare for this situation because there will usually be a watch and then a warning issued. The following steps should be followed upon the issuance of a snow/ice storm watch or warning.

- (1) On-duty park personnel will notify all park visitors and others on the park that advisories have been made for snow/ice for the park and the surrounding area. Park visitors will be made aware of the division's limited road clearing equipment and



notified if they plan to leave they will have to do so before conditions might leave them stranded.

- (2) Maintenance personnel will fuel all park vehicles, tractors, chain saws, etc.
- (3) Maintenance personnel will prepare all emergency equipment and supplies such as heaters, chains, ropes, tire chains, blankets, extra batteries, generators, etc.
- (4) All equipment and other items which might be damaged by the snow/ice or cold weather will be secured or brought inside.
- (5) Maintenance personnel will fill all emergency water containers.
- (6) All unnecessary power in buildings and other areas where it is not needed should be shut off to prevent potential fire hazards.
- (7) Personnel will be assigned to monitor local radio and television stations for updates on weather conditions.
- (8) During extreme cold temperatures park personnel will keep a close watch on all water outlets for broken pipes and valves. In addition, personnel will watch out for build-up of ice or snow particularly on rooftops and power and telephone lines.

After a severe storm has passed, the park staff will survey the park for damage. As soon as this can be established, it will be reported to the district superintendent and the chief of operations if damage is severe. The park superintendent will keep accurate and complete records of all matters relating to the storm. Photo documentation may need to be considered. An evaluation of the severe storm section of the emergency action plan should be conducted. Improvements should be incorporated into the plan.



## EARTHQUAKE

An earthquake is a shaking or trembling of the earth's crust, caused by underground volcanic forces or the breaking and shifting of rock beneath the earth's surface. While scientists can measure the amount of energy being built up, they are unable to predict exactly when an earthquake will occur. Therefore, earthquakes can strike without warning. They range in intensity from a slight tremor to great shocks that last from a few seconds to as long as five minutes. They can occur either by themselves or in a series over several days. However, they almost always are accompanied by after shocks, which can be as damaging as the initial quake itself.

The actual ground motion is seldom the direct cause of fatalities. Most casualties are the result of falling objects and debris from crumbling buildings. One can also expect the disruption of communications, power, gas, sewer and water systems. Bridge and dam failures also can be caused by earthquakes. Fire and explosions could occur from natural gas and petroleum pipelines. A major earthquake would create extraordinary requirements for emergency medical services. One may assume that health care may be seriously impaired by damage to medical facilities and supplies. Existing emergency medical personnel may be unable to respond in any meaningful manner.

There is no part of the state that is immune to the threat of earthquakes. The greatest potential for disaster from an earthquake lies in metropolitan areas where there are more tall buildings and higher population densities. Within the state park system, most of our buildings are simple structures. However, there are some things we need to consider and plan for.

- (1) In the event of an earthquake, our first priority will be the protection and safety of park visitors and others who are on the park. The period immediately following an earthquake is critical



in saving lives. First aid will be administered to injured persons by certified personnel. The park superintendent will assign personnel to survey specific areas of the park for injured persons and potential dangerous situations. People will be evacuated from damaged structures to safe locations on the park. Dangerous areas such as fallen buildings, broken power lines, broken gas lines, impassible roadways and bridges, etc., will be secured. These areas will be closed off and power and gas will be turned off where it would be potentially dangerous.

- (2) The park superintendent will also check communication systems to see if they are in operation. If they are operating, he will report immediately to the chief of operations. If they are not working, he will assign personnel to monitor emergency radio broadcast stations for area conditions and additional instructions.
- (3) It is possible that the affected areas may be cut off from surrounding areas for some time so it is necessary to prepare for this by conservation of water, food and other essentials.
- (4) As soon as it is feasible, the park superintendent will begin his survey of losses and damages. This information will be reported to the district superintendent and the chief of operations as soon as this may be possible. The park superintendent will keep accurate and complete records of all matters relating to the earthquake. Photo documentation is usually helpful. The park superintendent should conduct an evaluation of the emergency action plan on earthquakes and incorporate improvements into plan.



## FIRE

There are basically three types of fires we are concerned with in South Carolina state parks. They are (1) structural or building fires, (2) vehicular fires, (3) and forest fires or wildfire. Although there will be similarities in some of the things we do in responding to these fires, there are so many differences that we will discuss the emergency procedure for responding to them separately.

### Structural Fires:

- (1) As with any emergency situation, protecting and saving human life is the first and primary consideration. Any people should be evacuated from the affected area and moved to safe ground immediately. If someone is injured, first aid should be administered or get them help as soon as possible.
- (2) Notify the local fire department as quickly as possible (if your park is on the 911 system, dial 911). Make sure you give complete instructions concerning the location of the fire.
- (3) All available park personnel should be dispatched to assist in suppressing the fire gathering structural fire fighting equipment on their way to the scene.
- (4) Any gas or power should be cut off.
- (5) Remove any explosive materials from the surrounding areas.
- (6) Begin suppression efforts as quickly as possible.
- (7) Conduct traffic control to keep roads clear for fire fighting equipment. Conduct crowd control to protect park visitors against obvious dangers.
- (8) When the fire department arrives, assist in what way that you can without getting in the way.

### Safety Tips to Remember:

- (1) Inside a burning building stay low because smoke rises and good air is close to the floor.



- (2) Do not open any door unless it feels relatively cool to touch. Use another exit if the door is hot or if smoke is seeping in.
- (3) If your clothing catches fire, stop, drop and roll. Cover your face with your hands.
- (4) In state park buildings fire extinguishers should be placed in conspicuous places. Make sure you know how to operate all of the fire extinguishers on your park. Structural fires can be very dangerous. If you do not feel that you can capably deal with the suppression efforts, back off and leave it to the trained fire fighters.

#### Vehicular Fires:

- (1) Evacuate people from the vehicle and the surrounding area.
- (2) Begin suppression efforts using:
  - (a) fire extinguishers
  - (b) water (only use water if gasoline is not burning)
- (3) If suppression efforts fail, call the fire department.
- (4) If personal injury occurs, respond with proper first aid and call emergency medical services if needed.

#### Forest Fires:

One of the most important natural elements that typically makes up state park properties is our forests. Park personnel have always considered fire management as it relates to forest land an important issue. In fact, it is so important that the division has provided a complete section in the field manual for discussing forest fires (see volume II, section 900, pages 901-910). In South Carolina, the most prevalent time of the year for forest fires to occur is February through March. Although forest fires do occur anytime of the year, each park staff should review section 900 each year prior to fire season.

Following is an excerpt taken from that section concerning actions taken in dealing with forest fires.



(1) Detection:

When weather conditions are dry and windy, the park crew should be alert to signs of fire such as smoke or blowing ash. If there is evidence of fire, such as the smell or sight of smoke, the location of the fire should be determined by:

- (a) calling the local fire tower to see if they have the fire located.
- (b) patrolling park roads and roads near the park. Check the roads up wind of the park since that is where the smoke will be coming from.

Note: 99% of all forest fires in this state are caused by man so most fires usually start near a road or trail.

On days of extreme fire danger, it might be a good idea to make a phone contact with the local fire tower. If it is known that one of the telephones on the park will have someone near it all day, it would be a good idea to give that number to the fire tower so they can call if smoke is spotted on the park.

The duty ranger should have a few fire tools on the truck on days of extreme fire danger.

(2) Suppression:

The action to take when a fire is spotted on the park will depend on several factors including:

Is it a small fire?

How fast is it spreading?

Are any park visitors in danger?

Are any park buildings in danger?

Many small fires can be extinguished by simple hand tools such as a shovel, rake or garden hose. Most small fires will rapidly develop into large destructive fires if left unattended so quick



action is important. Immediately attack a small fire with whatever tools that are available, and if no tools are available a pine bough makes a good fire swatter.

If it is obvious that the fire is too big or spreading too fast for one or two men with hand tools, then other action is required. If you are by yourself, leave and summon help. If there is more than one crew member on the scene, one should leave to summon help while the others stay to do what they can to deter the spread of the fire.

Call the emergency number you have for forest fires and request assistance. Be sure to give adequate directions to the fire. The rest of the park crew should then be summoned to help control the fire. Be sure to pick up all of the fire tools, as you never know what tools will be needed until you reach the fire. Extra tools can be used by any volunteers that may show up to help.

If the park crew attacks the fire while awaiting the Forestry Commission tractor, it may be a good idea to leave someone on the main road to direct the tractor to the fire. This person can also help unload the tractor which will expedite it getting to the fire.

Normally the best way to fight a forest fire in this state is to plow a line around it and let the fire burn to the line. If you are at a fire where a tractor is plowing a line, follow along behind the tractor just to be sure the fire does not jump the line. Check the line behind the tractor to be sure it is a clean line free of combustible material. In rough ground a fire plow may skip over some areas and not leave a clean line. These areas should be cleaned with hand tools so the fire will not cross. When a Forestry Commission tractor arrives at a fire, its operator or his supervisor becomes the "fire boss" and his instructions should be followed.



A good way to fight a hot, fast spreading forest fire is to set a backfire along a road, a fire lane, or other clearing. Normally, a member of the park crew should not set backfires unless instructed to do so by the fire boss. Backfires can be extremely dangerous in that they may trap fire fighters and their equipment between the fire and the backfire.

(3) Special Considerations:

If any park visitors are threatened by a forest fire, the park crew's first priority is to alert the visitors and take measures to see that they are safe.

If any park buildings or equipment are threatened by fire, you should consider their protection a high priority. Keep in mind that a forest fire seldom does serious damage to the woodlands so keeping the fire from visitors and buildings is more important than stopping the fire.

As with any major emergency situation, the park superintendent will need to report the incident to the district superintendent and the chief of operations. Concerning structural damages, an insurance claim should be filed with the Columbia office. Photo documentation is usually very helpful. The park superintendent should keep accurate and complete records of all matters relating to the fire. An evaluation of this section of the emergency action plan should be conducted. Any improvements should be incorporated into this plan.



## HAZARDOUS CHEMICAL SPILL

Since some state parks are located near or adjacent to major interstate highways, there is the possibility that a hazardous chemical spill could occur near a state park.

The potential danger from a hazardous chemical spill can vary depending on a number of circumstances. A few of these circumstances might be whether or not the wind is blowing and in what direction it is blowing, the type of chemical spilled, the proximity of the spill to people, and so on. Many of the decisions in this emergency will need to be made at the scene depending on these circumstances. The park superintendent, or when he is off the park the alternate in charge, will be responsible for making these decisions concerning preservation of human life, property, and park resources. Following are some guidelines which might help in making important decisions quickly:

- (1) When the situation is detected by the first park personnel, the park superintendent should be notified immediately.
- (2) A brief assessment of what the situation appears to be should be made to the superintendent. On any hazardous materials spill the local County Emergency Preparedness Agency must be notified. The park superintendent should also notify the local fire department giving them as much information about the hazardous material as he/she possibly can. Also, he/she will give complete information about the specific location of the accident.

The superintendent should also notify CHEMTREC at 1-800-424-9300. They have a 24 hour, toll-free line and will notify the National Response Center when appropriate. The information needed by Chemtrec is: (give as much information as you can)

- (a) The caller's name and position
- (b) call back number
- (c) chemical involved
- (d) location



- (e) shipper
- (f) carrier
- (g) if chemical name is not available, get number from placards on front, sides or rear
- (h) if applicable:
  - (1) injuries or property damage
  - (2) where chemicals were shipped from
  - (3) destination
- (2) The first responder to the incident should attempt to find out from the person responsible for the hazardous spill what exactly the material is and in what quantity. If the person responsible is unconscious or if the first responder cannot find a person responsible he can do the following, keeping in mind his own safety:
  - (a) Check the placards on the truck or tank from a distance. They are numbered according to D.O.T. regulations and will indicate to the National Response Center for hazardous spill or Chemtrec what the chemicals are.
  - (b) If no number can be found and a placard is present, the placard will indicate the general type of hazardous material: (1) red with a flame--flammable gas, (2) green--nonflammable gas, (3) black and white--corrosive, (4) white with skull and crossbone--poisons, (5) brown with black letters--explosives, (6) yellow with flames from the letter O--oxidizer, (7) half yellow and half white with black letters--radioactive.
  - (c) As a last resort, a license check may determine the owner.
- (3) The first person on the scene should begin immediately blocking traffic from both directions. All other park personnel should be dispatched to assist in conducting traffic control and crowd control.

After the incident is cleaned up and operations are back to normal, the park superintendent should notify the district



superintendent and chief of operations of the incident and he should file an incident report on the incident. Photo documentation may be considered. An evaluation of this section of the emergency action plan should be conducted. Any improvements should be incorporated into this plan.



## RADIOLOGICAL

There are six fixed nuclear facilities scattered throughout the state of South Carolina. There are also other fixed nuclear facilities in adjoining states which if a radiological incident occurred, people in South Carolina might be radiologically exposed. The area in a ten mile radius around the fixed nuclear facility, known as the ten mile emergency planning zone, is the area outside the facility most directly affected and is included in the fixed nuclear facility's emergency action plan. Most state parks in South Carolina do not fall within the ten mile emergency planning zone. However, evacuation can be extended beyond the ten mile emergency planning zone and similar emergency actions would be in effect on a much larger scale.

To conform with the law, radiological accidents are categorized into one of four classes: (1) unusual event, (2) alert, (3) site area emergency, and (4) general emergency.

- (1) Unusual Event: This is the least serious incident. It means there is a minor problem at the station but being handled by station workers. No release of radiation is expected, and there should be no danger to the public. You would not take any action.
- (2) Alert: An event that could affect plant safety, here no danger to the public is anticipated. You probably would not have to do anything.
- (3) Site Area Emergency: An event that could affect the public. The sirens will be sounded to alert the public to listen to the emergency broadcast stations for information and instructions. You probably would not be advised to do anything other than listen for information.
- (4) General Emergency: This is the most serious. State and federal authorities would take action to protect the public and station workers. Emergency broadcast stations would continue to give information and instructions. If necessary, people in some areas might be advised to stay indoors or to evacuate.



General emergencies are divided into two types: (a) escalating, and (b) immediate. An escalating general emergency advances through the lower level actions before reaching a general emergency. An immediate general emergency occurs suddenly, and the situation is so severe that it meets the qualifications for a general emergency without advancing through those lower actions levels.

Alerting and notifying the public is accomplished by fixed, mobile or electronic tone signals to alert residents within a 10 mile emergency planning zone. The tone signals will alert residents that an accident has occurred at the nuclear facility and that radios and televisions should be turned on for additional information. General public notification will be accomplished through media broadcasts. Residents will be told the extent of the plant accident and, if necessary, any protective actions that are recommended.

The following actions should be taken at parks located in or near the 10 mile emergency planning zone:

- (1) The park superintendent will see that all park visitors and all others on the park are notified of the meaning of the signals and will advise to immediately tune into local radio and television stations and listen for information on specifically what has occurred and what precautionary measures are advised.
- (2) If the park lies within the area that is ordered to be evacuated, the superintendent will have the park staff initiate the evacuation plan in conjunction with the Emergency Preparedness Division's instructions over the broadcasts (see evacuation plan). All persons on the park will be evacuated to the predesignated radiological evacuation shelters by predesignated routes. The evacuation zone may be extended beyond the ten mile emergency planning zone based on the authority of the governor and the Department of Health and Environmental Control's recommendations.
- (3) The park will be secured, power turned off and all doors, windows and gates locked.



- (4) The evacuation may last from a few hours to several days. It is important to consider you might stay overnight and you should bring things that might be needed. Your county or neighboring host county will be providing public shelters which you and the visitors can use. You should take the following items:
- (a) two blankets or one sleeping bag per person, (b) two changes of clothes, (c) papers you might need during this time, (d) medication, (e) toilet articles.

Pets and other animals are not to be taken to public shelters. Instead, they should remain at home or in a garage with adequate food and water. It is quite possible that you would be able to return home for a short period of time to check on pets or animals. You can take pets if you are not staying in public shelters, but rather are staying with friends. Upon reaching the shelter area, the park superintendent should notify the district superintendent and the chief of operations of the situations.

Evacuation will be conducted over predesignated routes to predetermined reception centers. At reception centers, evacuees will be monitored as needed, registered and assigned to shelters. The Emergency Preparedness Division will notify people when they may re-enter the evacuated areas. A phased plan of re-entry will be initiated. Essential personnel will be permitted into evacuated areas first, and they will be followed by adult family members, children, etc. Shelter managers will assist evacuees with preparation for returning to their homes. Extensive public information will be disseminated to provide recovery instructions to evacuees (decontaminating, foodstuffs, caring for animals, etc.).

After park personnel are able to return to the park, the park superintendent will follow up with an emergency action plan evaluation of this section. Any improvements should be incorporated into this plan. The park superintendent will be responsible for keeping accurate and complete records of all matters relating to the incident involving the park.



## MAJOR INJURY OR DEATH

As mentioned earlier, each individual situation is unique and will require some level-headed decision making. The following are guidelines that will help in making decisions swiftly and effectively.

- (1) Proceed as quickly as possible to the victim and render appropriate first aid. (First aid kits are kept in all park vehicles).
- (2) Advise the park office (or parking fee station when open, where applicable) of the incident. Park office personnel if receiving the notice over a radio will contact necessary emergency medical services personnel (use 911, if applicable). In calling the incident in to emergency medical services, the following information must be given:
  - (a) explain the type of injury, (b) the condition of the victim, (c) and the victim's location in the park. After the emergency medical services have been dispatched, the caller will notify the park superintendent or alternate in charge. (In the case of a traffic accident, the caller will also notify the highway patrol).
- (3) Other park personnel arriving at the scene and not assisting with first aid will provide crowd control. After emergency medical services personnel have taken charge of the victim, if you are not needed to assist them, provide crowd control.
- (4) In addition to providing crowd control, all park personnel will seek witnesses. The ranking park staff person (or the duty ranger) will coordinate the obtaining of names, addresses, written statements, and other pertinent information from all witnesses. He/she will also obtain copies of all reports filed by emergency medical services and law enforcement, etc.
- (5) In the event of a death, the county sheriff's department will be immediately notified. They will dispatch a homicide detective. Do not move the body. Do not disturb the area around the victim. Set up a perimeter around the scene to restrict the public.



Obtain names, addresses, written statements, and other pertinent information from all witnesses. Have all witnesses remain at the scene. Initiate an incident report.

- (6) Depending upon the severity of an injury the park superintendent will determine if it is necessary to notify the chief of operations immediately. The district superintendent should always be notified and an incident report should always be filed.



## DROWNING

Drowning incidents are the most common type of fatalities which occur within South Carolina state parks. However, they almost never occur within a protected swimming area where an immediate response by certified lifeguards is possible. Many times these water related incidents are made known to park authorities after a person has been missing from their group for some time and is only suspected to be in the water. In most cases when a witness actually sees a victim going under it is in a remote area or an area not near lifeguards. Many park operations do not have lifeguards at all.

Following are guidelines for dealing with this most common water related situation:

- (1) If you are reasonably certain that a person is missing in the water, notify the appropriate water rescue/recovery services for your area. (The park superintendent will need to predetermine who this is and what their procedures are. This may vary from county to county.) Then notify the park superintendent.
- (2) If lifeguards are on the park, the swimming area may be closed and the lifeguards may initiate either a: (a) human chain search, or (b) submerged body search, or both.
- (3) The ranking park staff person on the scene should begin collecting information in writing from witnesses. The following information is important:
  - (a) names and addresses of witnesses
  - (b) how they may be contacted in the future
  - (c) any comments they have
  - (d) weather and swimming conditions
  - (e) unusual circumstances
  - (f) note specific times when certain actions are taken
  - (g) anything which might be relevant
- (4) If the victim is recovered within a reasonably short period of time, then the park personnel recovering the victim should proceed



as with any other major injury. The administering of CPR and first aid by certified personnel are the first considerations. Of course, if emergency medical services are present, the care of the victim would be turned over to them. In most cases, victims in these most common water related incidents are missing for extended periods. If the victim is recovered after missing for an extended period of time, the care and handling of the victim will be turned over to the proper authorities in your area. (The proper authorities here also should be predetermined by the park superintendent).

- (5) Available park personnel will provide crowd control during the response procedures.
- (6) After the incident the park superintendent will notify the district superintendent and the chief of operations. An incident report and a major accident report should be submitted to the central office along with any other official reports or documents concerning the incident. An evaluation of this section of the emergency action plan should be conducted. Any improvements should be incorporated into the plan.



## LOST OR MISSING PERSONS

This is another specific type of incident that park personnel have long considered an important issue. The division has also provided a complete section in the field manual dealing with this topic (see volume IX, section 2200, pages 2201 - 2232). Following are excerpts taken from that section of the field manual:

### APPENDIX 1 SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

- I. First Notice - Although some "lost person reports" require a little different response, in general, the following guidelines and procedures are to be used.
  - A. The first response to a lost person report by any park personnel will be the notification of the State Park Superintendent at which the incident occurred. (Or the notification of his replacement when he is away from the park.)
  - B. The park superintendent or his representative will alert and notify all other members of the INITIAL RESPONSE TEAM.
  - C. The INITIAL RESPONSE TEAM (IRT) will respond to the scene and conduct an initial interview and investigation.
    1. As a general rule of thumb, the (IRT) shall consist of a representative of the law enforcement agency who has jurisdiction in the potential search area; a representative of the appropriate County Emergency Management; and the highest ranking park personnel on scene.
  - D. The (IRT) will have the authority to initiate a SEARCH MISSION and callout procedures.
    1. The (IRT), based on the urgency of the situation, may request an alert or a callout for a SAR mission before they arrive on the scene.



## II. Responsibilities of the (IRT) personnel.

### A. State Park Representative

1. Gathering searching and planning data.
2. Determining SAR resources available.
3. Assist in determining the initial search strategy and tactics.
4. Assists in interviewing and investigation, determining the subject's behavior, the urgency of the mission, and determining the initiation of the callout.
5. Notification of appropriate PRT officials.

### B. Law Enforcement Representative

1. Conducting the interview and investigation.
2. Completing the "LOST PERSON QUESTIONNAIRE".
3. Assist in gathering searching and planning data, determining the subject's behavior, the urgency of the mission, and determining the initiation of the callout.

### C. Emergency Management Representative

1. Coordination of the team's functions.
2. Obtaining the SAR Mission Number.
3. Assigning a MISSION NAME and keeping proper documentation of the mission events.
4. Assists in interviewing and investigation, determining the subject's behavior, gathering searching and planning data, determining the urgency, determining the initial search strategy and tactic, SAR resources available, and determining the initiation of the callout.

## III. Callout Procedures - the initial callout shall be conducted by the IRT, all callouts will be on the authority of the (IRT).

- A. The Rescue Squads may want or need to callout their personnel.
- B. The EM representative shall have the responsibility of all other resources being called out.
- C. State Park SAR trained personnel shall be put on alert. MSF trained coordinator will be brought in on initial callout.



- D. State park personnel on hand will conduct hasty search of area with highest probability of subject location.

IV. Search Mission Organization - all SAR missions will operate under the Incident Command System.

- A. The State Parks, law enforcement agency, and County Emergency Management Agency will each have a Deputy Incident Commander, functioning under the Unified Incident Command System.
- B. The I/Cs will appoint persons responsible for assuring the success of the mission and the proper functioning of their sections or units. These persons will be appointed according to the capabilities within the areas of their expertise.
- C. The Command and General Staff will only be expanded as needed.
- D. The major functions that will be assured on all search missions are as follows:
  - 1. Incident Command - the Incident Commander(s) has overall responsibilities for the mission from start to finish and has the authority to facilitate all functions of the mission to assure effectiveness and efficiency. They are responsible for media relations, public relations, and family relations. Other responsibilities include assuring agency cooperation and coordination, and the safety of all persons connected with the mission. They have the authority to suspend the mission and keeping the proper authority aware of the operational and financial situation at all times.
  - 2. Command Staff - appointed as needed by the I/Cs. Consists of the Information Officer, Safety Officer, and the Liaison Officer. They will be delegated the authority from the I/Cs to perform their functions in their areas.
  - 3. Operations Section - the I/Cs may appoint an Operations Chief to assure proper search operations, to include land, water, and air operations. Appoints team leaders, maintains security of all clues found, and assures proper



- briefing of all teams. Assists in operational planning, team assignments, and debriefing.
4. Planning Section - I/Cs may appoint a Planning Chief to assure proper planning for the mission. This section is responsible for supplying up-to-date situation reports, coordination and allocation of resources, maintaining all proper documentation, and obtaining any needed specialists.
  5. Logistics Section - the I/Cs may appoint a Logistics Chief to assure proper communication and logistical support for the mission. This section is responsible for all supplies and equipment needed, transportation functions, ground support, food, and communications for the mission.
  6. Finance Section - the I/Cs may appoint a Finance Chief to assure the proper financial support for the mission. This section is directly responsible for obtaining all finances, signing lease agreements, wage and hour requirements, insurance claims, investigating all accidents and loss of equipment. A total financial report is required for all missions.
- E. The I/Cs must pay special attention to the following mission aspects because research has found these to be constant problems on search missions.
1. Ambiguity of authority (command and control).
  2. Poor use of specialized resources.
  3. Assurance of adequate and proper communications.
  4. Poor planning and resource coordination.
  5. Inadequate logistical support.
  6. Unplanned media relations.
  7. Poor management practices.
- F. All personnel are encouraged to carry the "Search Is An Emergency Field Coordinator's Handbook" and/or the "Incident Commander Field Handbook: SAR". These manuals will provide you functional check-off sheets that will assure you better performance of your duties.



V. Resources

- A. Persons responding from any organization, or as an individual, will not be accepted as part of the search mission team unless they are:
  - 1. Physically capable
  - 2. Mentally capable
  - 3. Properly prepared with the proper clothing, supplies, and equipment indicated by the terrain and environment.
- B. It is our duty and responsibility to accept any resources which will offer additional manpower, equipment, or search expertise for the search mission; however, any organization, team unit or individual which becomes involved in the search mission will receive duty stations and duty assignments from unit, section, and command staff through the authority of the I/Cs. No one will be allowed to conduct any part of the search mission that is not planned in the Incident Action Plan or approved by the I/Cs.

VI. Conditions of Lost Persons - the following procedures will be used when the lost subject is found.

- A. CODE A-100 - will be transmitted to the Command Post if the subject is mobile and little or no medical care is needed.
- B. CODE A-200 - will be transmitted to the Command Post if the lost subject is NOT mobile, and a rescue operation is needed. Subject's medical condition will be transmitted on order from the Command Post.
- C. CODE A-300 - will be transmitted to the Command Post if the subject is DOA. The immediate area will be secured to await arrival of the proper authorities.

VII. Suspending the Search Mission - missions may be suspended due to weather, safety of searchers, lost person located, or unresolved clues. If the lost person has not been found, the search may be suspended to a limited continuous search.



APPENDIX 2  
SEARCH AND RESCUE  
LOST PERSON QUESTIONNAIRE  
(INITIAL & IMMEDIATE REPORT)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

HEIGHT: \_\_\_\_\_

WEIGHT: \_\_\_\_\_

RACE: \_\_\_\_\_

SEX: \_\_\_\_\_

BUILD: \_\_\_\_\_

HAIR: \_\_\_\_\_

OTHER: \_\_\_\_\_

HEALTH: \_\_\_\_\_

CLOTHING: \_\_\_\_\_

SHOE TYPE: \_\_\_\_\_

OTHER ARTICLES: \_\_\_\_\_

SPECIAL IDENTIFYING INFORMATION: \_\_\_\_\_

POINT LAST SEEN: \_\_\_\_\_

ANTICIPATED TIME OF ARRIVAL AT CHECK POINT AND DESIGNATED CHECK POINT: \_\_\_\_\_

ANY MEDICATION CURRENTLY TAKING: \_\_\_\_\_



APPENDIX 3  
SEARCH AND RESCUE  
WITNESS INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_



APPENDIX 4  
SEARCH AND RESCUE  
LOST PERSON QUESTIONNAIRE  
(COMPREHENSIVE, DETAILED REPORT)

NOTE: Use pencil/black ink, print clearly, avoid confusing phrases/words, unfamiliar abbreviations. Complete and detail answers for future use. Answer ALL questions, if possible.

INCIDENT TILE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Person Taking Info: \_\_\_\_\_ Park: \_\_\_\_\_

---

A. SOURCE(S) OF INFORMATION FOR QUESTIONNAIRE

Name: \_\_\_\_\_ How taken (phase, etc.): \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ 2nd Phone #: ( ) \_\_\_\_\_

Relationship \_\_\_\_\_

Where/how to contact now: \_\_\_\_\_

Where/how to contact later: \_\_\_\_\_

What does informant believe happened (briefly)?: \_\_\_\_\_

---

B. LOST PERSON

Name: \_\_\_\_\_ Nicknames: \_\_\_\_\_ Sex: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: ( ) \_\_\_\_\_ Local Phone #: ( ) \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Birthplace: \_\_\_\_\_



C. LAST SEEN

Time: \_\_\_\_\_ Where: \_\_\_\_\_ Why/how: \_\_\_\_\_

Seen by whom: \_\_\_\_\_ Location now: \_\_\_\_\_

Who last talked at length with person: \_\_\_\_\_

Where: \_\_\_\_\_ Subject matter: \_\_\_\_\_

Weather at time: \_\_\_\_\_ Weather since: \_\_\_\_\_

Seen going which way: \_\_\_\_\_ When: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Attitude (confident, confused, etc.): \_\_\_\_\_

Subject complaining of anything: \_\_\_\_\_

Subject seem tired: \_\_\_\_\_ Cold/Hot: \_\_\_\_\_ Other: \_\_\_\_\_

Comments: \_\_\_\_\_

D. CONTACTS PERSON WOULD MAKE UPON REACHING CIVILIZATION OR WHEN HE HAS THE OPPORTUNITY

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Anyone home now? \_\_\_\_\_

E. PHYSICAL DESCRIPTION

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Build: \_\_\_\_\_

Hair: Color: \_\_\_\_\_ Length: \_\_\_\_\_ Style: \_\_\_\_\_

Beard: \_\_\_\_\_ Mustache: \_\_\_\_\_ Sideburns: \_\_\_\_\_

Facial features/shape: \_\_\_\_\_ Complexion: \_\_\_\_\_

Distinguishing marks: \_\_\_\_\_

Overall appearance: \_\_\_\_\_

Photo available: Y N ? Where: \_\_\_\_\_ Need to be returned? \_\_\_\_\_  
(circle one)



Comments: \_\_\_\_\_

F. CLOTHING

Style

Color

Size

Other

Shirt/sweater: \_\_\_\_\_

Pants: \_\_\_\_\_

Outer wear: \_\_\_\_\_

Inner wear: \_\_\_\_\_

Head wear: \_\_\_\_\_

Rain wear: \_\_\_\_\_

Glasses: \_\_\_\_\_

Gloves: \_\_\_\_\_

Extra clothing: \_\_\_\_\_

Foot wear: \_\_\_\_\_

Sole Type: \_\_\_\_\_ Sample Available: \_\_\_\_\_ Where: \_\_\_\_\_

Scent articles available: Y N ? What: \_\_\_\_\_ Secured: Y N ?  
(circle one)

Where now: \_\_\_\_\_

Overall coloration as seen from air: \_\_\_\_\_

G. ACTIONS TAKEN SO FAR TO INCLUDE ANY AREAS SEARCHED AND WHEN

By: Family/Friends: \_\_\_\_\_ Results: \_\_\_\_\_

Others: \_\_\_\_\_ Results: \_\_\_\_\_

Comments: \_\_\_\_\_



H. CHILDREN

Afraid of dark: Y N ? Animals: Y N ? Afraid of: \_\_\_\_\_  
(circle one) (circle one)

Feeling toward adults: \_\_\_\_\_ Strangers: \_\_\_\_\_

Reactions when hurt: \_\_\_\_\_ Cry: \_\_\_\_\_

Training when lost: \_\_\_\_\_

Active/sluggish/antisocial: \_\_\_\_\_

Comments: \_\_\_\_\_

I. HABITS/PERSONALITY

Smoke: Y N ? How often: \_\_\_\_\_ What: \_\_\_\_\_ Brand: \_\_\_\_\_  
(circle one)

Alcohol: \_\_\_\_\_ How often: \_\_\_\_\_ What: \_\_\_\_\_ Brand: \_\_\_\_\_

Recreational drugs: \_\_\_\_\_ How often: \_\_\_\_\_

Gum: \_\_\_\_\_ Candy: \_\_\_\_\_ Other: \_\_\_\_\_

Hobbies/Interests: \_\_\_\_\_



Outgoing/quiet: \_\_\_\_\_ Gregarious/loner: \_\_\_\_\_

Evidence of leadership: \_\_\_\_\_

Legal trouble (past/present): \_\_\_\_\_

Give up easily/keep going: \_\_\_\_\_

Hitchhike Y N ? Accepts rides easily: \_\_\_\_\_  
(circle one)

Personal Problems: \_\_\_\_\_

Religious Y N ? Faith: \_\_\_\_\_ Degree: \_\_\_\_\_  
(circle one)

Personal values: \_\_\_\_\_

Philosophy: \_\_\_\_\_

Person closest to: \_\_\_\_\_ In Family: \_\_\_\_\_

Emotional history: \_\_\_\_\_

Education: Grade: \_\_\_\_\_ Current status: \_\_\_\_\_

Teacher(s): \_\_\_\_\_

School name: \_\_\_\_\_ College education: \_\_\_\_\_

Subject/degree: \_\_\_\_\_ Year: \_\_\_\_\_

Local/fictional hero: \_\_\_\_\_

J. HEALTH/GENERAL CONDITION

Overall health: \_\_\_\_\_

Overall physical condition: \_\_\_\_\_

Known medical problems: \_\_\_\_\_

Knowledgeable doctor: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Handicaps: \_\_\_\_\_

Known psychological problems: \_\_\_\_\_

Knowledgeable person: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Consequences of loss: \_\_\_\_\_



Eyesight without glasses: \_\_\_\_\_ Spares: Y N ?  
(circle one)

Comments: \_\_\_\_\_  
\_\_\_\_\_

K. MEDIA/FAMILY RELATIONS

Next of kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Occupation: \_\_\_\_\_

Significant family problems: \_\_\_\_\_

Family's desire to employ special assistance: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

OTHER INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. TRIP PLANS OF SUBJECT

Started at: \_\_\_\_\_ When: \_\_\_\_\_ Time: \_\_\_\_\_

Going to: \_\_\_\_\_ Via: \_\_\_\_\_

Purpose: \_\_\_\_\_

For how long? \_\_\_\_\_ Exit date: \_\_\_\_\_ Group size: \_\_\_\_\_

Done trip before? \_\_\_\_\_

Transported by whom/means: \_\_\_\_\_



Vehicle now located at: \_\_\_\_\_ Type: \_\_\_\_\_

Color: \_\_\_\_\_ License # \_\_\_\_\_ State: \_\_\_\_\_

Verified: Y N ? Who: \_\_\_\_\_  
(circle one)

Return time: \_\_\_\_\_ From Where: \_\_\_\_\_

By whom/what: \_\_\_\_\_

Additional names, cars, licenses, etc. for party: \_\_\_\_\_

Alternate plans/routes/objectives discussed: \_\_\_\_\_

Discussed with whom: \_\_\_\_\_ When: \_\_\_\_\_

Comments: \_\_\_\_\_

M. EQUIPMENT

<u>Style</u>	<u>Color</u>	<u>Brand</u>	<u>Size</u>
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Pack: \_\_\_\_\_

Tent: \_\_\_\_\_

Sleeping bag: \_\_\_\_\_

Ground cloth: \_\_\_\_\_

Fishing equipment: \_\_\_\_\_

Climbing equipment: \_\_\_\_\_

Liquid container: \_\_\_\_\_

How much fluid: \_\_\_\_\_ What kind: \_\_\_\_\_

Fire starter: Y N ? What: \_\_\_\_\_  
(circle one)



Light: \_\_\_\_\_ Stove: \_\_\_\_\_ Fuel: \_\_\_\_\_  
Compass: \_\_\_\_\_ Map: \_\_\_\_\_ Of where: \_\_\_\_\_  
How competent with map/compass: \_\_\_\_\_  
Knife: \_\_\_\_\_ Camera: \_\_\_\_\_ Lens: \_\_\_\_\_  
Food: \_\_\_\_\_  
Food brands: \_\_\_\_\_  
Money: Amount: \_\_\_\_\_ Credit Cards: \_\_\_\_\_  
Other documents: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

N. OUTDOOR EXPERIENCE

Familiar with area: Y N ? How recent: \_\_\_\_\_ Other: \_\_\_\_\_  
(circle one)  
Other areas of travel: \_\_\_\_\_  
Formal outdoor training: \_\_\_\_\_ Degree: \_\_\_\_\_  
Where: \_\_\_\_\_ When: \_\_\_\_\_  
Medical training: \_\_\_\_\_ When: \_\_\_\_\_  
Scouting experience: \_\_\_\_\_ When: \_\_\_\_\_ Where: \_\_\_\_\_  
How much: \_\_\_\_\_ Scout Leader: \_\_\_\_\_  
Military experience: Y N ? What: \_\_\_\_\_ When: \_\_\_\_\_ Where: \_\_\_\_\_  
(circle one)  
Rank: \_\_\_\_\_ Other: \_\_\_\_\_  
Generalized previous experience: \_\_\_\_\_  
How much overnight experience: \_\_\_\_\_  
Ever been lost before: Y N ? Where: \_\_\_\_\_ When: \_\_\_\_\_  
(circle one)  
Ever go out alone: \_\_\_\_\_ Where: \_\_\_\_\_  
Stay on trails or cross-country: \_\_\_\_\_



How fast does subject hike: \_\_\_\_\_

Athletic/other interests: \_\_\_\_\_

Climbing experience: \_\_\_\_\_

Comments: \_\_\_\_\_

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0. GROUPS OVERDUE

Name/king of group: \_\_\_\_\_ Leader: \_\_\_\_\_

Experience of group/leader: \_\_\_\_\_

Address/phone of knowledgeable person: \_\_\_\_\_

Personality clashes within group: \_\_\_\_\_

Leader types other than leader: \_\_\_\_\_

Actions if separated: \_\_\_\_\_

Competitive spirit of group: \_\_\_\_\_

Intragroup dynamics: \_\_\_\_\_

Comments: \_\_\_\_\_

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APPENDIX 5  
SEARCH AND RESCUE

RESOURCES - LOCAL

- A. Local Emergency Management Agency
- B. Local EMS
- C. County Sheriff's Department
- D. Rescue Squads
- E. Red Cross
- F. Parks Division Employees

RESOURCES - STATE

- A. Division of State Parks
- B. SLED
- C. S.C. Forestry Commission
- D. S.C. Wildlife & Marine Resources
- E. S.C. Highway Patrol
- F. S.C. Office of Emergency Management
- G. S.C. National Guard

RESOURCES - FEDERAL

- A. Civil Air Patrol
- B. AFRCC
- C. U.S. Armed Forces
- D. National Weather Service



## BOATING

Since boating is such a popular activity in this state and the fact that many of our state parks are located on large reservoirs, there is a potential for emergency response involving boaters. Following are guidelines for responding to the most likely situations:

### (1) Boating Accidents

- (a) If you have capability to access an accident give first aid by certified personnel. Call in emergency medical services if necessary. Then secure involved boats.
- (b) Notify the South Carolina Wildlife and Marine Resources Department and the local sheriff's department. Or, contact other authorities or special agencies which are responsible or which have authority in your local area (i.e. Coast Guard, Corps. of Engineers, Duke Power Company, etc.).
- (c) Assist authorities in crowd control and provide further assistance as necessary.

### (2) Overdue Boats

- (a) Contact the South Carolina Wildlife and Marine Resources Department and the local sheriff's department. Or, contact other authorities or special agencies which are responsible or which have authority in your local area (i.e. Coast Guard, Corps. of Engineers, Duke Power Company, etc.).
- (b) Maintain communication with the family and keep them advised.
- (c) Provide further assistance to authorities as required.

- (3) DO NOT discuss any fatality, incident, or accident which occurs on the park with anyone not directly involved with the case. Anything said by any employee could be regarded as an "official statement" on behalf of the department, resulting in legal complications. Anyone requesting information should be referred to the Columbia office.
- (4) Complete an incident report and submit it to the district superintendent and chief of operations.



## AUTOMOBILE ACCIDENTS

Automobile accidents do occur within our state parks. If an accident occurs, following are guidelines for responding to this emergency situation:

(1) Automobile Accident

- (a) Certified personnel should provide first aid to persons involved. Call emergency medical services if necessary.
- (b) Call the local highway patrol and report the accident.
- (c) Provide traffic control and crowd control and assist authorities as required.
- (d) DO NOT discuss any fatality, incident, or accident with anyone not directly involved with the case. Anything said by any employee could be regarded as an "official statement" on behalf of PRT, resulting in legal complications. Anyone requesting information should be referred to the Columbia office.
- (e) Submit necessary accident report to the safety coordinator in Columbia office (see pages 0319-0333 in park safety manual). Photo documentation should be considered, if necessary.



## DANGEROUS ANIMALS

We experience numerous animal problems with both wild animals and domestic animals on most of our state parks in South Carolina. We deal with everything from problem alligators to overly possessive dogs (left off leash). We have had to deal with packs of feral dogs and overly friendly squirrels and raccoons too. Probably one of the most likely situations involving a potentially dangerous animal we deal with, however, is a suspected rabid animal.

Each of these animal situations, regardless of whether it is a wild or domestic animal needs to be dealt with in a discriminating manner. We have to be very conscious that how we react to animal situations in particular will be closely scrutinized by the public. We need to deal with these situations safely, effectively, and humanely. Of course, however, the primary consideration as with any emergency situation is the safety and protection of our park visitors and our own personnel.

Anytime there is a suspected dangerous animal situation, the park superintendent or his alternate in charge, in the superintendent's absence, should determine if a problem is legitimate. Of course, this may or may not be feasible depending on the nature of the situation.

Following are guidelines in responding to a situation involving a suspected dangerous animal:

- (1) Secure the animal however this may be done safely so that it is no longer a threat. In dealing with a suspected rabid animal, try not to damage the animals head particularly if the animal has bitten someone. The animals brain must be examined to determine if the animal is rabid. Always, the animal must be dealt with as humanely as possible. Keep the public away from areas of danger. Crowd control is very important.
- (2) Render first aid by certified personnel as necessary to any injured or bitten persons. Call for emergency medical services if necessary.
- (3) File the appropriate incident reports with district superintendent and the chief of operations.



## EVACUATION

There are a variety of potential dangers which might necessitate an evacuation of certain areas of the park or even the entire park. Severe weather, hazardous material spills, wildfire, or a large scale emergency like a hurricane or radiological accident are all examples of potential dangers which could require an evacuation. The evacuation procedures are going to be similar in each situation. However, shelter locations and access to the shelter area may vary with the particular type of potential disaster. For example, a tornado situation would require immediate access since there is almost no warning. Tornado shelters would need to be located on or very near the park. With a hurricane there is now much more advanced warning for evacuation. A hurricane also has potential for a more large scale disaster. Considering this, the shelter location could likely be in another county.

An evacuation should be authorized by the park superintendent or in his/her absence by the alternate in charge. Of course, an evacuation may be mandated by a higher authority such as the governor, the Emergency Preparedness authorities, or the local law enforcement authorities. In some circumstances though, for example with a tornado, there may not be time for authorization from the formal chain of command. The general rule for park personnel in this circumstance is that the human safety and protection of the people on the park is always the primary consideration.

Recognizing that there are varying amounts of warning time for different emergency situations, there are some procedures which should be followed in most evacuations where there is time. Following is a list of suggested guidelines which can be used in preplanning each parks evacuation plans:

- (1) All essential park personnel shall be activated to provide sufficient staffing.



- (2) Personnel will be placed at all entrance or access points into the area to be evacuated. All incoming traffic will be halted and clear access will be maintained out of the evacuation area. If the entire park is being evacuated, this access point will be the park entrance gate.
- (3) All park visitors and others in the evacuation area will be made aware of the evacuation procedure to include shelter location(s) and access route(s). If there is time, remind evacuees to consider essential items such as: (a) two blankets or a sleeping bag, (b) two changes of clothes, (c) medical necessities, (d) toilet articles, (e) special baby formulas or food, and (f) any important papers.
- (4) When the area is totally cleared of all people and secured, the following considerations should be taken depending upon the circumstances of the incident:
  - (a) Does the power/gas need to be cut off?
  - (b) Are all doors and windows locked or secured?
  - (c) If the entire park is being evacuated, are the proper files, supplies and park equipment secured?
- (5) A final check should be made by two predesignated personnel moving together to ensure that the entire area is completely evacuated and secured. Again, this is done keeping in mind the personal safety of the personnel and the nature of the emergency.
- (6) Upon completing the final sweep, all remaining park personnel will proceed to the predesignated shelter area(s) depending on the nature of the incident.
- (7) The district superintendent and the chief of operations will be informed of the situation as soon as possible.
- (8) When the entire park is evacuated, predesignated essential personnel will return to the park immediately after the impending danger has passed to protect the park properties against vandalism and looting and to initiate surveys for loss and damages. As soon as this is determined, it should be reported to the district superintendent and the chief of operations.



- (9) Accurate and complete records will be maintained on all activity relevant to the disaster and evacuation.
- (10) When the entire park is evacuated, all other park personnel will report back to the park when it is reasonably safe and appropriate to return.
- (11) After a park has been closed to the public, it will not be reopened until all dangers and hazards are removed, power restored, and the proper authority has authorized its reopening.

Specific diagrams and/or maps of evacuation routes and shelter locations for each potential disaster should be a part of the evacuation plan. Each park employee should be familiar with each different park evacuation strategy. These procedures should be reviewed on a regular basis. If a particular evacuation plan is activated, after the incident the plan should be evaluated and any improvements should be incorporated into the plan.

